

No.:Y15-108

**Title: APPROVAL PROCESS FOR PUBLIC COMMUNICATIONS
PUBLICATIONS**

Revision X

This procedure determines whether publications fall within the definition of Public Communications Publications (PCPs) and establishes the process, documentation, and approvals required by the Department of Energy (DOE) for publication of PCPs.

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**BWXT Y-12 LLC
PROCEDURE BLUE SHEET**

Effective Date: November 1, 2000
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This blue sheet applies to: ☐ Entire Manual or ☒ Procedures Specified Below

Manual Title 15 Series Management Systems		
Procedure No./Title IO-158/Approval Process for Public Communications Publications	Revision No. 0	Date 08/29/94
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Revision Type: <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Cancel <input type="checkbox"/> Major Revision (if checked, specify projected completion date) Date:		
If complete revision required, identify need:		
Description of Change <u>General</u> Change procedure number from IO-158 to Y15-108 Replace Martin Marietta Energy Systems, Inc. with BWXT Y-12, L.L.C. <u>Other Documents Needed</u> Add DOE 1340.1B, Management of Public Communications & Scientific, Technical, & Engineering Publications		
This document has been reviewed and determined not to require an ADC or UCNI review in accordance with ES/PSO-1.		
SIGNATURE ON FILE Doris Heim		10/12/00 Date
Prepared By: SIGNATURE ON FILE Susan Reed		Date: 10/12/00
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Business Systems Department		

MARTIN MARIETTA ENERGY SYSTEMS, INC.
PROCEDURE

**APPROVAL PROCESS FOR PUBLIC COMMUNICATIONS
PUBLICATIONS**

IO-158

Revision 0

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PURPOSE

This procedure determines whether publications fall within the definition of Public Communications Publications (PCPs) and establishes the process, documentation, and approvals required by the Department of Energy (DOE) for publication of PCPs. This methodology will avoid excessive and/or unallowable costs created by unnecessary or unapproved publications.

APPLIES TO

This procedure applies to personnel producing or reprinting publications, with DOE funds, that meet the definition of a PCP. Generally, a PCP is a brochure or publication that is intended primarily for use by the general public and is nontechnical in scope and approach.

Some PCPs are designed to be published periodically. The first issue of a new periodical must go through the complete approval process in this procedure. Subsequent issues of periodicals and the reprinting of previously approved PCPs must complete the approval process beginning in Section C.

Exemptions from this procedure include memoranda, directives, press releases, and purely administrative materials; those of a purely statistical nature with little or no narrative interpretation of the data; research and development reports (that result from government contracts and are distributed to federal government employees and the contractor involved in the work reported); technical books, monographs, journal articles, and conference presentations; environmental documentation; and Work For Others or other government agencies.

However, originators should follow any other regulations that apply to these types of publications.

**OTHER
DOCUMENTS
NEEDED**

- DOE F 1340.3a, *Public Communications Publications Procurement Proposal*
- DOE F 1340.3, *Request for Public Communications Publication Approval*
- Site-specific document clearance form(s)

WHAT TO DO		A. Initiating the Approval Process
Originator	1.	Decides that a publication is needed.
	2.	Consults with site Public Affairs regarding requirements and forms.
Public Affairs	3.	Determines if publication is a PCP based on its purpose and distribution.
	4.	If document is a PCP, then advises and helps the originator with the approval process.
	5.	Gives the Originator DOE F 1340.3a, <i>Public Communications Publications Procurement Proposal</i> to submit for permission to begin work on the publication.
		B. Obtaining Preliminary DOE Approval
Originator	1.	Completes DOE F 1340.3a, including obtaining the signature of the Finance Officer and an account number.
	2.	Submits the completed DOE F 1340.3a to site Public Affairs.
Public Affairs	3.	Submits the DOE F 1340.3a to the DOE Site Manager.
	a.	If the DOE Site Manager does not approve, then returns the DOE F 1340.3a to the originator.
	b.	If the DOE Site Manager makes exceptional comments, then negotiates with the originator to reconcile comments.
	c.	If the DOE Site Manager approves, then forwards the DOE F 1340.3a to the DOE Oak Ridge Operations Office (ORO) Public Information Office.

C. Obtaining Final DOE Approval

NOTE: Type setting composition must be performed in-house or purchased through the Government Printing Office.

Publication design services may be obtained in the most economical means possible, including commercial vendors. These services consist of layout, type specifications, and art direction.

Originator

1. **When** the approved DOE F 1340.3a is returned from DOE ORO for a PCP
or
when reprinting a previously approved PCP
or
when printing subsequent issues of a previously approved periodical, **then**
performs these actions:
 - a. Creates a draft of the publication.
 - b. Completes DOE F 1340.3, *Request for Public Communications Publication Approval*.
 - c. Submits publication package to site Public Affairs.

The publication package will consist of one set of all copy, page proofs, with color and black and white art scanned in or with color copies attached, along with the approved DOE F 1340.3a, and the completed DOE F 1340.3.

**Public
Affairs**

2. Reviews package and advises originator of any changes that may be needed.
3. Submits publication package to the DOE Site Manager.
 - a. **If** the DOE Site Manager does not approve the publication package, **then**
returns it to the originator.
 - b. **If** the DOE Site Manager approves the publication package, **then**
transmits the publication package to the DOE ORO Public Information Office.
4. **When** DOE ORO Public Information Office has made a decision regarding the publications package and returned it to site Public Affairs, **then**
forwards the package and any DOE comments to the Originator.

C. Obtaining Final DOE Approval (cont.)**Originator**

5. **When** the approved package is returned, **then** performs these actions:
 - a. Makes required changes.
 - b. Obtains clearance for the publication package from the respective site Technical Information Office and Public Affairs.
 - c. Submits the publication package to the site Printing and Duplicating Department.
 - d. Provides one copy of the printed publication to the site records center manager, two copies to DOE ORO Public Information Office, and one copy to the site Public Affairs office.

RECORDS

These records shall be maintained in accordance with approved records inventory and disposition schedules.

Originator

1. Completed DOE F 1340.3a, *Public Communications Publications Procurement Proposal*
2. Completed DOE F 1340.3, *Request for Public Communications Publication Approval*
3. Publication Record Copy

Prepared by:

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Approved by:

[Approval Signature on File]
C. B. Landguth, Vice President
Business Management and Administration

Date: 08/29/94